

Approved For Release 2001/09/01 : CIA-RDP81-00142R000100170002-4

OGC Has Reviewed

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INSPECTOR GENERAL

17 AUG 1978

78-1529

DD/A Registry

78-0462/1

MEMORANDUM FOR: Deputy Director for Administration

VIA : Inspector General

FROM : James H. McDonald  
Director of Logistics

SUBJECT : Assistance to McLean Postal Service Facility

REFERENCE : Memorandum to A/DDA, dated 30 January 1978;  
Same Subject

1. Action Requested: This memorandum contains a recommendation for your approval in paragraph 4.

2. Background: Reference memorandum approved the initial destruction of between 12 to 15 cubic feet of accumulated nonsaleable U.S. Post Office stock from the McLean Postal Service. Also mentioned in the reference memorandum is the continuing need, on a quarterly basis, to dispose of approximately 3 to 5 cubic feet of non-saleable stock. The McLean Post Office has written, requesting the Agency assist them in a quarterly disposal.

Although they asked for the use of our shredder, the previous destruction was by incineration, and if approved, because of the rather small volume, this disposal would also be by incineration. This destruction will be supervised by three members of the McLean Postal Service unit under security escort arranged by the Logistics Services Division.

3. Staff Position: There are no intelligence implications in this accommodation, and the economy to be achieved is in the national interest. Since the precedent was established for this type of assistance in February 1978, and the volume to be disposed is so slight, this action can be accomplished with a minimum effort on the Agency's part.

OL 8 10,144

SUBJECT: Assistance to McLean Postal Service Facility

4. Recommendation: It is recommended that approval be granted to the above request. Mr. [REDACTED], Deputy Chief, Logistics Services Division, will be the Agency coordinator if this action is approved.

SIGNED

James H. McDonald

STATINTL

CONCURRENCE:

/s/  
for [REDACTED]

Inspector General

17 AUG 1978

Date

APPROVED:

/s/ Michael J. Murphy  
Deputy Director for Administration

DISAPPROVED:

Deputy Director for Administration

18 AUG 1978

DATE:

**BEST COPY**  
*Available*

6/24/92

ILLEGIB

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G-4 75-0711

1-31-78

30 JAN 1978

BD/A Registry

MEMORANDUM FOR: Acting Deputy Director for Administration

VIA: General Counsel  
Inspector General

FROM: James H. McDonald  
Director of Logistics

SUBJECT: Assistance to McLean Postal Service Facility

1. Action Requested: This memorandum contains a recommendation for your approval in paragraph 4.

2. Background: The McLean Postal Service unit has requested the use of a paper shredder on a non-reimbursable basis to dispose of accumulated nonsalable stock at least once each quarter-year. The disposal could be readily effected at the Agency Headquarters Building hammermill facility and would be supervised by three members of the McLean Postal Service unit under security escort arranged by the Logistics Services Division. The bulk of material to be disposed of initially, 12 - 15 cubic feet, will take about 2 hours, and subsequent disposals of 3 - 5 cubic feet should take approximately 1 hour of our operator's time.

3. Staff Position: There are no intelligence implications in this accommodation, and the economy to be achieved is in the national interest. In addition, permitting the McLean Postal Service unit the use of the hammermill would help convey our appreciation to them for the fine assistance they have rendered and are rendering to the Agency.

4. Recommendation: It is recommended that you approve the aforementioned request. Mr. [REDACTED] Deputy Chief, Logistics Services Division, will be the Agency coordinator on this matter if approved.

STATIN

James H. McDonald

OL 8 0348

SUBJECT: Assistance to McLean Postal Service Facility

STATINTL

CONCURRENCES:

[REDACTED]  
for General Counsel *see attachment*

*Feb. 1, 1978*

Date

STATINTL

[REDACTED] Inspector General

*Feb. 1, 1978*

Date

APPROVED:

Acting Deputy Director for Administration

DISAPPROVED:

Acting Deputy Director for Administration

Date:

Distribution:

Original - Return to OD (Official)  
1 - GC  
1 - IG  
2 - A-BDA

OCC 78-0640

1 February 1978

**MEMORANDUM FOR:** Acting Deputy Director for Administration

## STATIN

FROM : [REDACTED]  
Office of General Counsel

## STATIN

HR [REDACTED] Assistance to McLean Postal Service Facility

1. This memorandum is in response to a request from the McLean Postal Service to use Agency facilities "on a non-reimbursable basis to dispose of accumulated nonsoluble stock at least once each quarter-year." It is the opinion of this Office that the Economy Act, which provides for cooperation between federal agencies, serves to authorize the assistance to the Postal Service as requested. 31 U.S.C.A. §686. This opinion is provided with the understanding that the added cost to the Agency of the proposed activity would be negligible.
  2. While there is legal authority for this assistance, however, there are policy implications which you may wish to consider before granting approval. In view of the publicity given to past activities conducted by CIA with Post Office cooperation, although the attention has been directed to mail surveillance, extra effort must often be made to prevent even the most innocuous activities from being misinterpreted or criticized. For example, it is not too difficult to imagine this activity being branded as an attempt by CIA to monitor postal activities. For this reason it may be advisable to coordinate further with the Postmaster General. Such coordination, while not necessary, would ensure that the assistance is coordinated at the highest level, as well as the local level, of the Postal Service. Additionally, you may wish to report to the Oversight Committees on this matter.
  3. Thus, while this Office has no legal objections, there are other factors to be considered. If you have any questions or comments, do not hesitate to contact me (x-6046).

STATINTL

~~CLASSIFIED~~

INTERNAL  
 USE ONLY

CONFIDENTIAL

SECRET

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**ROUTING AND RECORD SHEET**

SUBJECT: (Optional)

FROM:

Director of Logistics

EXTENSION

NO.

DATE

19 January 1978

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

RECEIVED FORWARD

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

C/P&PS

2.

3.

4.

5.

6.

7.

8.

9.

1.

2.

3.

4.

5.

Ike:

Would you please prepare a memo for Acting DDA approval with OGC and IG concurrences to perform this service for McLean Post Office. This post office has been of great assistance to us in the past and we represent a significant portion of their workload. There are no intelligence implications involved, and STATIN one of economy and in the interest of the government taxpayer. [REDACTED] or [REDACTED] can fill you in STATIN on any other details that you might need.

STATIN

[REDACTED]  
Jim McDonald

D/L suspense 30 Jan

UNITED STATES POST OFFICE

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OUR REF: JVA:CPW:cls

DATE: January 17, 1978

SUBJECT:

P.O.C.L.

TO:  
C.I.A.  
Chief U.S.B.  
McLean, Virginia

Dear Sir,

The McLean Postal Service would like to request the use of the C.I.A. shredder for the purpose of destruction of nonsalable stock. This would be done by a three (3) member committee. The committee must verify and dispose of accumulated nonsalable stock at least once each quarter. The shredded strips should not exceed  $\frac{1}{2}$  inch.

The first time we would have approximately 12 to 15 cubic feet of nonsalable stock, after that it should not be anymore than 3 to 5 cubic feet. We have spoke with Mr. [REDACTED] who suggested we send you this request in writing.

STATINTL

Thanks for any and all help you may be able to give us.

Sincerely,

James W. Adair  
Postmaster  
McLean, Virginia  
790-0100

01 3 7262

ILLEGIB

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**UNITED STATES POST OFFICE**

OUR REF: CMW:RAH:clt

DATE: July 27, 1978

SUBJECT:

P.O.C.L.

TO:

C.I.A.  
Chief L.S.D.  
McLean, Virginia 22101

Dear Sir,

The McLean Virginia Post Office would like to request the use of the C.I.A. shredder for the purpose of destruction of nonsaleable stock. This would be done by a three (3) member committee. The committee must verify and dispose of accumulated nonsaleable stock at least once each quarter. The shredded strips should not exceed  $\frac{1}{4}$  inch, and involve approximately 3 to 5 cubic feet.

STATINTL

We have spoken with Mr. [REDACTED] who suggested we send you this request in writing.

Thank you for any and all help you may be able to give us.

Sincerely,



Curtis M. Weed  
Postmaster  
McLean, Virginia 22101